

PUBLIC INFORMATION & COMMUNICATION SERVICES (PICS)
NIH – TASK ORDER

RFTOP#122 TITLE: CTEP Ad Hoc Meetings at ASCO

A. Point of Contact: Anthony Revenis

Proposal Address:
6011 Executive Blvd., Rm. 529S
Rockville, MD 20892-7663

Billing Address:
Accounts Payable, OFM, NIH
Bldg. 31, Rm. B1B39
Bethesda, MD 20892-2045

B. Proposed Period of Performance: April 7, 2002 to Post Meeting

C. Pricing Method: Time and Material

D. Proposal Instructions: Submitted to point of contact electronically.

E. Response Due Date: Proposals are due no later than 4:00 PM April 4, 2003.

F. Task Description: The Cancer Therapy Evaluation Program (CTEP), NCI conducts ad hoc meetings during the annual American Society of Clinical Oncology (ASCO) meeting (May 31 – June 3, 2003). These meetings arranged by CTEP are administrative, not educational and do not conflict with scheduled ASCO events. Three meeting rooms conference style have been reserved by Palladian to accommodate the following requirements:

Day one (SAT) 7 AM - 10 PM - 3 rooms to hold 40/20/20 persons respectively
Day two (SUN) 7 AM - 10 PM - 3 rooms to hold 40/20/20 persons respectively
Day three (MON) 7 AM - 10 PM - (2 rooms to hold 40/20 persons respectively
Day 4 (TUE) 7 AM - 12 noon - (1 room to hold 40 persons)

The purpose of this task order is to complete the remaining tasks as outlined below:

- Determine the hotel's method of posting the listing and the date by which the hotel must receive CTEP's final posting information (this may include a schedule of committee meetings); submit the posting information, provided by CTEP, prior to the hotel's deadline. NOTE: CTEP will provide the hotel with a list of people who are authorized to sign out a key to the conference room, coordinate with the hotel Sales Office to make certain they are aware that more than one person will be authorized to sign out the conference room key and provide a sign-out sheet for the front desk which will serve to document which authorized person is in possession of the key.
- Order the necessary audiovisual equipment for each room as follows: a 2x2 (35mm) carousel slide projector, with a spare lamp, remote control, and 2

carousel trays; an overhead transparency projector, with a spare lamp; a screen (6'tripod); carts/stands for projectors; and a flipchart and markers, with an extra pad.

- Order other provisions from the hotel as necessary: water pitchers and glasses on the conference table and a water station in the rear of the room for those sitting in perimeter chairs; pads of paper and pencils; and easel; and signage (at a minimum, a sign on the conference room door that says "CTEP/NCI Conference Room"). Arrange to have the rooms checked after each meeting by Hotel staff to assure that the room remains clean and orderly.
- Arrange food and beverage service (coffee and soft drinks) as requested by CTEP.
- Prepare a "troubleshooters" list which identifies the name and telephone extension/beeper number for the following persons: the General Sales Manager; the Manager-on-Duty for all applicable shifts; the Sales Manager; the Catering Manager; and the Chief Security Officer.
- Confirm all arrangements with the hotel.
- Provide one person for on-site support
- Provide CTEP staff with the following materials prior to their departure for the ASCO Conference: a copy of the executed hotel contract and all related documents and a copy of the final posting information sent to the hotel; a copy of list of persons authorized to obtain conference room key/gain access to the conference room sent to the hotel; the sign-out sheet for the hotel front desk; the "troubleshooters" list; and blank transparency film (acetate) and water soluble markers.
- Contact CTEP staff after the ASCO conference to determine if any problems were encountered; if there were, draft and mail a formal letter of complaint to the hotel and seek the appropriate adjustment to the invoice; provide CTEP with a copy of this letter.
- Review the hotel invoice and process the payment due (excluding food and beverage service); provide CTEP with a copy of the invoice.

We are requesting a sole source award to Palladian . Award will be made if the prices are determined to be fair and reasonable.

(i)

TO# NICS-122

TITLE: CTEP Ad Hoc Meetings at ASCO

PART II - CONTRACTOR'S REPLY:

CONTRACT #263-01-D-0_____

Contractor:

Points of Contact:

Phone-

Fax-

Address:

TOTAL ESTIMATED COST:

Pricing Method: T&M

TOTAL ESTIMATED NUMBER OF HOURS:

PROPOSED COMPLETION DATE:

FOR THE CONTRACTOR: _____
Signature Date

SOURCE SELECTION:

WE HAVE REVIEWED ALL SUBMITTED PROPOSALS HAVE DETERMINED
THIS FIRM SUBMITTED THE BEST OVERALL PROPOSAL AND THE
PRICE/COST IS REASONABLE.

Billing Reference # _____

Appropriations Data: _____

(ATTACH OBLIGATING DOCUMENT IF AN ROC WILL NOT BE USED.)

RECOMMENDED: _____
FAX # Signature - Project Officer Date

APPROVED: _____
FAX # Signature - Contracting Officer Date

NIH APPROVAL -

CONTRACTOR SHALL NOT EXCEED THE TASK ORDER AMOUNT WITHOUT THE WRITTEN
APPROVAL OF THE CONTRACTING OFFICER & ICS COORDINATOR

APPROVED: _____
Signature -Anthony M. Revenis, J.D., NIH-ICS Coordinator Date